

**BY ORDER OF THE COMMANDER
446TH AIRLIFT WING**

**446TH AIRLIFT WING INSTRUCTION
23-101**



5 MAY 2011

Supply

446 AW CLOTHING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 446 LRF/LGRD

Certified by: 446 AW/CCE
(William N. Flanigan, Col)

Supersedes: 446AWI23-101,
6 August 2003

Pages: 7

This instruction implements Air Force Policy Directive (AFPD) 23-1, *Requirements and Stockage of Material*, AFPD 36-29, *Military Standard*, AFPD 36-30, *Military Entitlements*, AFI 23-111, *Management of Government Property in Possession of the Air Force*, and AFMAN 23-110, *USAF Supply Manual*. It establishes guidance and responsibility for the management of organizational and personal military clothing within this wing. It further explains how uniforms are issued, exchanged, and turned in. This instruction applies to all members assigned to the 446th Airlift Wing (446 AW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, Recommendation for Change of Publication; route AF Form's 847 from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed in its entirety.

1. General Responsibilities

1.1. The 446th Mission Support Group Commander (446 MSG/CC), or designated representative, is responsible for monitoring the overall clothing program management for the 446 AW. The 446 MSG/CC, or designated representative, will keep units informed of the latest policies and procedures and accomplish staff assistance visits, at least annually.

1.2. Group commanders are responsible for appointing a Unit Clothing Monitor in their respective organization. They must submit the appropriate documentation, identified in this instruction, to the 446th Logistics Readiness Flight. Logistics Supply Section (446 LRF/LGRD) and the Army Air Force Exchange Service Military Clothing Sales Store (AAFES/MCSS).

1.3. The Group Clothing Funds Manager (GCFM) is responsible for monitoring expenditure of funds and notifying unit commanders of any shortfalls and/or discrepancies. In addition, the funds manager is also responsible for the processing of Standard Form (SF) 1164, **Claim for Reimbursement for Expenditures on Official Business** and SF Form 1034, **Public Voucher for Purchases and Services Other Than Personal**.

1.4. Each squadron commander is responsible for the management of organizational and personal clothing, for conducting clothing showdown inspections, and for ensuring airmen within this squadron is familiar with the provisions of AFI 23-111, *Management of Government Property in Possession of the Air Force*.

1.5. The unit clothing monitor will prepare and authenticate all forms required by the clothing program and will comply with all policy provided within this instruction.

1.6. All personnel assigned to the 446th Airlift Wing are responsible for maintaining their clothing items in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. All personnel will comply with supply discipline procedures identified in AFI 23-111 to ensure the conservation of government funds.

2. Clothing Issue:

2.1. Initial Issue:

2.1.1. Newly Assigned Personnel. Clothing will be issued in accordance with AFMAN 23-110, *USAF Supply Manual*, Volume 1, Chapter 17, after completion of a clothing showdown inspection. The Air Force (AF) Form 657, **Personal Clothing Record-Female Airman** or the AF Form 658, **Personal Clothing Record-Male Airmen**, should be initiated by the unit commander or an individual designated to complete the clothing showdown inspection. Replacement of clothing issue after basic training must occur within six months after assignment.

2.1.2. Uniform Policy Change Issues. Clothing issued to enlisted reserve airmen because of uniform policy changes will be provided at no cost to the individual. New clothing items will be issued on an in-kind basis, new for old when applicable, prior to mandatory wear date.

2.2. Replacement Issues. Replacement clothing will be issued on an in-kind basis, serviceable for unserviceable, and based upon fair wear and tear of the item.

2.3. Maternity Uniforms. Female airmen will obtain written certification of pregnancy from their physician. The member will then take the certification to the 446th Aerospace Medicine Squadron (446 AMDS) and obtain an AF Form 469, **Duty Limiting Condition Report**. The

AF Form 469, will be hand-carried to their unit clothing monitor. AFI 36-3014, *Clothing Allowances for Air Force Personnel*, in particular, Table A4.26., identifies authorized maternity clothing. Maternity uniforms will be issued not more than once every three years.

3. Shoes/Boots:

3.1. Basis for Issue. All shoes and boots are issued to enlisted personnel based on a three-year unserviceable wear and tear policy unless specified otherwise in AFMAN 23-110, Volume 1, Chapter 17 which addresses issues for Air Reserve Technicians (ARTs).

3.2. Women's Dress Shoes (Black Pumps). A set cash allowance will be paid to female enlisted members to purchase dress shoes. The guidance in AFMAN 23-110, Volume 1, Chapter 17, will be followed to obtain payment.

4. Procedures:

4.1. Clothing monitors will validate clothing requests and determine procurement source.

4.1.1. Military Clothing Sales Store Items. The AF Form 656, **Clothing Request and Receipt - Male/Female**, will be used to obtain these items.

4.1.1.1. The AF Form 656 will be picked up by GCFM from the Military Clothing Sales Office (AAFES/LMEX-MC). The clothing monitors will then receive them through the base distribution.

4.1.2. Organizational Clothing:

4.1.2.1. Request Letter. Unit commanders or a designated representative will complete a McChord AFB (MAFB) Form 20, **Individual/Bulk Issue Request for Individual Equipment**. This form will be used to authorize issue of organizational clothing items. The items to be issued will be based on guidelines established by unit commanders for clothing required for performance of assigned duties. The letter will be hand-carried, by the individual, to the McChord Express, Individual Equipment Element (IEE), located in Building 576.

4.1.2.2. Out of Stock Items. In the event McChord Express IEE does not have the requested item in stock, a due-out detail will be established. The individual will receive a copy of a computer generated print out showing a valid due-out. Upon receipt of the item, McChord Express IEE will notify the individual and then the individual will proceed to McChord Express IEE and receive the item.

4.1.2.3. Leather Jackets. The squadron commander or aircraft operations officer is the only person authorized to sign the individual equipment request letter for leather jackets.

5. Accessories:

5.1. Blue Name Tags. The individual will obtain tags on an AF Form 656.

5.2. Airman Battledress Uniform (ABU) Name Tapes and USAF Tapes. Individuals will obtain tapes on an AF Form 656.

5.3. Grade Insignia and Chevrons. Stripes and metal chevrons will be provided by the unit clothing monitors. Purchase from IEE.

5.4. Occupational badges will not be purchased with government funds unless they are mandated for wear with the uniform.

6. Sewing Services.

6.1. Sewing services will be provided on all accessories required to be worn on the enlisted member's ABU, service uniform, functional clothing, and/or authorized organizational clothing. Each GCFM will make arrangements with a local vendor to supply sewing services for their unit. If sewing services are provided by a vendor not of the GCFM, the individual will pay for expense of the sewing and will be reimbursed by submitting a SF Form 1164, along with appropriate receipts.

7. Turn In of Clothing:

7.1. Individual Responsibilities. Individuals will return used clothing items before new clothing items are issued. The used items will be returned clean. Shoes and boots need not be returned. Individuals will recycle serviceable USAF tapes, name tapes, stripes, badges, wings, and patches in the interest of saving money.

7.2. Unit Clothing Monitor Responsibilities. Upon an individual's assignment to the unit, unit clothing monitors will generate an individual clothing folder and complete the Name, SSN, Organization, and Base portions of the AF Form 657 or AF Form 658. Unit clothing monitors will brief newly assigned personnel on clothing responsibilities and complete all documentation required to issue newly assigned personnel clothing required. Unit clothing monitors will not issue new uniforms until the old uniforms are turned in. They will annotate the AF Form 657 or AF Form 658 with all clothing issued to the enlisted individual.

7.3. Undergarments, to include T-shirts, are not an in-kind replacement item per AFMAN12-110. Vol1, Part 1, Chap 17. Para 17.60.4.2

8. Disposition of Used Clothing. Unit clothing monitors will turn in used clothing to 62d Logistics Readiness Squadron, located in Building 1180, Pickup and Delivery Section. Items can be turned in by type (i.e., men's short sleeve blue shirts, women's blue slacks, ABU shirts, etc...). National stock numbers will be used to turn in clothing on DD Form 1348-1, **DOD Single Line Item Release/ Receipt Document**. Clothing boxes will have packing list envelopes attached with the completed DD Form 1348-1 inside. Monitors will receive a signed copy of the DD Form 1348-1, which will serve as the official receipt for turn in. Clothing may also be given to the Civil Air Patrol (CAP). A DD Form 1348-1 is still required to be signed by the CAP representative and kept as a tracking document.

9. Out-Processing Procedures. Individuals out-processing the wing will process through their unit clothing monitor and IEE. Items returned to the unit clothing monitor or IEE will be turned in clean, regardless of condition. Accountable clothing items that are not returned to the unit clothing monitor or IEE, will require the initiating of a DD Form 200, **Financial Liability Investigation of Property Loss**, or a DD Form 1131, **Cash Collection Voucher**, in accordance with AFMAN 23-110, Volume 1, Chapter 17.

10. Terms Used:

10.1. Categories of Enlisted Personnel. Categories are defined in AFMAN 23-110, Volume 1, Chapter 1.

10.2. Initial Issue. The first issue of clothing based on the category of enlistment and the authorization in AFI 36-3014, *Clothing Allowances for Air Force Personnel*, or issue of clothing due to uniform policy changes.

10.3. Organizational Clothing. Clothing listed in Allowance Source Code (ASC) 016, *Special Purpose Clothing and Personnel Equipment*, issued to an individual on loan which remains the property of the organization. These items are issued to meet unique functional or work requirements (i.e., wet weather gear, flight gear, safety gear, etc...).

10.4. Personal Clothing. The enlisted clothing allowance is identified in AFI 36-3014.

10.5. Replacement Clothing. Personal clothing will be issued on fair wear and tear of items.

WILLIAM N. FLANIGAN, Colonel, USAFR
Commander

Attachment 1***GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION******References***

AFPD 23-1, *Materiel Management Policy and Procedures*, 3 March 2006
AFPD 36-29, *Military Standard*, 29 Oct 2009
AFPD 36-30, *Military Entitlements*, 02 Aug 1993
AFI 23-111, *Management of Government Property in Possession of the Air Force*, 25 July 2005
AFMAN 23-110, *USAF Supply Manual*, 01 April 2009
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 02 August 2006
AFI 36-3014, *Clothing Allowances for Air Force Personnel*, 22 May 2007
AFI 33-360V1, *Publications Management Program*, 18 May 2006

Adopted Forms

SF 1164, *Claim for Reimbursement for Expenditures on Official Business*
SF 1034, *Public Voucher for Purchases and Services Other Than Personal*
AF Form 657, *Personal Clothing Record-Female Airman*
AF Form 658, *Personal Clothing Record-Male Airmen*
AF Form 422, *Physical Profile Serial Report*
AF Form 656, *Clothing Request and Receipt - Male/Female*
Form 20, *Individual/Bulk Issue Request for Individual Equipment*
DD Form 200, *Financial Liability Investigation of Property Loss*
DD Form 1131, *Cash Collection Voucher*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service
ABU—Airman Battledress Uniform
AFPD—Air Force Policy Directive
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AMDS—Aerospace Medical Squadron
ART—Air Reserve Technician
ASC—Allowance Source Code
AW—Airlift Wing

AWI—Air Wing Instruction

CAP—Civil Air Patrol

CC—Commander

DoD—Department of Defense

GCFM—Group Clothing Funds Manager

IAW—In Accordance With

IEE—Individual Equipment Element

LGRD—Logistics Supply Section

LRF—Logistics Readiness Flight

MCSS—Military Clothing Sales Store

MSG—Mission Support Group

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition System

SF—Standard Form